

## **225.70**

### **Proxies**

#### **Guidelines**

##### **Policy**

Adult participants or parents/guardians may authorize another individual as their proxy to:

- Bring an infant or child to their certification appointment, and/or
- Pick up food instruments (FIs).

Proxy authorizations may be effective for a single appointment or ongoing until the Parent/Guardian requests that they be inactivated.

##### **Definition**

A proxy is anyone other than the adult participant or the individual with legal responsibility (parent, legal guardian, or other individual) for an infant or child. Examples of proxies include grandparents, aunts, uncles; childcare providers; friends; and teenaged children living in the household with knowledge of the child's health and diet habits. The second parent in a household is NOT a proxy; this individual does not need permission from the other parent in the household to bring children for appointments or pick up FIs.

Note: If the adult with legal responsibility for a child abandons that child (i.e., leaves that child in the care of relatives or friends), that relative or friend is considered to be a parent/guardian for certifications and picking up FIs.

##### **Discuss at each certification**

WIC staff must discuss the proxy option for picking up food instruments and encourage the designation of a proxy at each certification. At subsequent certifications, WIC staff must review the list of family members to determine if any proxies should be inactivated. If an inactivated proxy is reactivated, a new card must be filled out.

##### **Proxy cards**

Make proxy authorization cards available. Participants/parents/guardians may substitute a handwritten note providing the same information. See sample card in Policy 225.70A.

## **Guidelines,** continued

### **Retention requirements**

Proxy cards and notes must be electronically filed by scanning them into the participant's record in the WIC data system.

### **Proxy proof of identity**

When a proxy attends a certification appointment or picks up food instruments, the proxy must present proof of identity. Refer to Policy 220.10 for examples of proof of identity.

### **WIC staff as proxies**

WIC staff is not allowed to serve as a proxy for a participant unless they meet the requirements for a proxy as defined on page one of this policy. If a WIC staff person is a proxy, then another staff person must issue the benefits to avoid any opportunity for, or appearance of, program fraud or abuse.

## **Issuing Benefits to a Proxy**

### **Introduction**

This section describes the process for issuing benefits to an **existing** authorized proxy.

### **Issuing benefits to an Existing Proxy**

The process for issuing benefits to an **existing** proxy is described below.

Stage	Description
1	The proxy must be listed as <b>an active proxy</b> already.
2	The proxy must present the participant's eWIC card or proof of their identity.
3	The WIC staff will: <ul style="list-style-type: none"><li>• Open the family's electronic record,</li><li>• Request proof and verify identity of the proxy,</li><li>• Issue benefits, and</li><li>• Ask the proxy to sign for receipt of benefits.</li></ul>
4	The WIC staff provides information about how to use the benefits <b>(if needed)</b> .

Note: WIC staff will also provide nutrition education to the proxy unless other arrangements were made to provide nutrition education to the parent/guardian.

### Issuing benefits to a One Time Proxy

The process for issuing benefits to a one-time proxy is described below.

Stage	Description
1	The proxy must present a signed proxy authorization form or note.
2	The proxy must present the participant's eWIC card and proof of their identity.
3	The WIC staff will: <ul style="list-style-type: none"><li>• Open the family's electronic record,</li><li>• Request proof and verify identity of the proxy,</li><li>• Add the new proxy the family</li><li>• Issue benefits, and</li><li>• Ask the proxy to sign for receipt of benefits.</li><li>• Return to the family panel and inactivate the proxy unless the note indicates the permission to act as a proxy is for more than a one-time occurrence.</li></ul>
4	The WIC staff provides information about how to use the benefits (if needed).
5	The WIC staff scans in the proxy card or note in the participant record,

Note: WIC staff will also provide nutrition education to the proxy unless other arrangements were made to provide nutrition education to the parent/guardian.